



# ATTACHMENT 1 AUTHENTICITY STATEMENT FOR EDUCATION & EXPERIENCE

PROCEDURE ID: YMP-LBL-QIP-2.1

REVISION: 2

EFFECTIVE: 6/2/97

**YMP-LBNL Employee Name (print):**

Attached Information

(check all that apply)

\_\_Resume

\_\_CV

\_\_Other (specify)

## EMPLOYEE STATEMENT

I hereby affirm that the information provided in the attached resume and/or other attached documents is complete and true to the best of my knowledge.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

## TELEPHONE VERIFICATION RECORD

check one:

☐

EDUCATION

☐

EMPLOYMENT

(complete additional copies of this form for multiple universities/employers)

University or Employer Name	
Degree(s) Awarded or Job Title	
Dates of Attendance or Employment	
Major(s) or Position Description	
Highest Level of Education Achieved	
Units Toward Degree, if no degree awarded	
Additional Information or Attachment(s)	
Date, Time of Verification Call	
Verification Telephone or Fax Number	
Name, Title of Verification Contact	

**Note:** Attach letter(s) if verification is performed by mail.

The information regarding the employee's education, employment, professional or trade licenses, and additional training has been confirmed to be correct as stated above. If the above cannot be confirmed a written justification must be completed by the Applicable Manager, prior to employee performance of YMP-LBNL quality affecting work, and attached to this form.

\_\_\_\_\_  
Verifier Name (print)

\_\_\_\_\_  
Verifier Position Title

\_\_\_\_\_  
Dept.

\_\_\_\_\_  
Verifier Signature

\_\_\_\_\_  
Date



## ATTACHMENT 2 OVERVIEW OF THE LBNL QA PROGRAM FOR YMP ACTIVITIES

PROCEDURE ID: YMP-LBL-QIP-2.1

REVISION: 2

EFFECTIVE: 6/2/97

Overview given to: \_\_\_\_\_

Employee ID Number \_\_\_\_\_

### Overview Summary

- ☐ The YMP QARD and the YMP-LBNL QA Program
- ☐ YMP-LBNL QA Program content overview.
- ☐ Controlled Documents: Quality Implementing Procedures (QIPs) and Technical Implementing Procedures (TIPs).
- ☐ Organization chart, lines of reporting.
- ☐ Scientific Laboratory Notebook System.
- ☐ Documentation guidelines for laboratory notebook entries.
- ☐ Document Review.
- ☐ Audits, and surveys.
- ☐ Location of the QA records.

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I have been indoctrinated to the initial YMP-LBNL Program overview. I have read the QIPs required for my work and understand that should I have any questions related to the YMP-LBNL QA Program, I may seek assistance from the Principal Investigator/Engineering Assurance Manager or delegate;

LBNL employee signature:

Date:

LBNL-YMP Trainer:

Date:

PI or Engineering Assurance Manager:

Date: